

Housing Finance Authority of Leon County
January 11, 2018
Meeting Minutes

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Mr. Andrew Gay, Treasurer
Mr. Mike Rogers
Mr. Allen Stucks

MEMBERS ABSENT: Ms. Marnie George, Vice-Chair, excused
Dr. Jeffrey Sharkey, Secretary, excused
Ms. Gail Milon

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Shington Lamy

COUNTY ATTORNEY: Dan Rigo

GUESTS PRESENT: None

Call to Order in Workshop Session by Treasurer Gay

Without a quorum present, Treasurer Gay called the HFA meeting to order in Workshop Session at 12:05 P.M.

Treasurer Gay presented the Financial Reports, including the budget, balance sheet, year-to-date expenditures and income, the backup materials, the proposed expenditure approvals, and the amended budget. He noted that the amended budget was required due to the approval of additional rehabilitation work requested by the County in conjunction with two homeowners.

Mr. Hendrickson presented the updated Emergency Repair Program report, and noted that the signed version of the monthly report had been received.

Mr. Rogers reported on his work with Ms. Mitzi McGhin to obtain the information needed to place an advertisement for the available properties, noting that the HFA would pay for the advertisement, with Ms. McGhin listed as the contact person. Mr. Hendrickson reported that the list of available properties was in the Board Packet.

Mr. Lamy stated that County staff was considering a proposal to the BOCC which would amend the existing ordinance and remove the HFA's right of first refusal on future properties designated for affordable housing. He stated that this concept was based upon the Affordable Housing Task Force's recommendation for more partnerships with non-profits. Mr. Rogers stated that the removal of the right of first refusal was not a Task Force recommendation, and that he disagreed with the approach. Mr. Stucks also expressed opposition to the proposal, noting that the partnerships with non-profits could be established with the HFA.

Mr. Gay suggested that the MOU with the County address the process for the HFA partnering with non-profits. A lengthy discussion followed.

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:34 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Treasurer Gay, Mr. Rogers, and Mr. Stucks. Vice-Chairman George and Secretary Sharkey were excused. Ms. Milon was also absent.

Agenda Item #2: Approval of the January 11, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the January 11, 2018 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #3: Approval of the December 14, 2017 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the December 14, 2017 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #4 Public Comment

Action Taken: No public comment.

Agenda Items #5A, 5B, 5C & 5D Financial Report

Chairman Lewis called for a motion to approve all items related to the Financial Reports

Action Taken Mr. Stucks motioned to accept the December 31, 2017 Financial Statement, approve the proposed Expenditure Approval list, and to approve the Amended FY 17-18 HFA Budget, and was 2nd by Mr. Rogers. Motion passed unanimously.

Note: A copy of the Expenditure List is at the end of the minutes.

Agenda Item #6A: Emergency Repair Program

Not addressed in regular meeting.

Action Taken: No action necessary.

Agenda Item #6B: Real Estate

Additional discussion of Mr. Lamy's proposal occurred. Chairman Lewis also expressed concerns with the proposal. Discussion included the willingness of the HFA to partner with non-profits, the expertise of the HFA in evaluating potential partnerships, and the importance to the HFA of the revenue from sales of the properties.

Agenda Item #6C: Legal Update

Mr. Mustian presented the proposed Procurement and Travel Policies. Chairman Lewis called for a motion to approve the policies.

Action Taken: Mr. Stucks motioned to approve the proposed HFA Procurement and Travel Policies, and was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #6D: "To-Do" List

Mr. Hendrickson presented the "to-do" list.

Action Taken: No Action Required.

Agenda Item #6E & 6F State and Federal Legislative Update

Mr. Hendrickson presented a legislative update.

Action Taken: No Action Required.

Agenda Item #7: New Business

Mr. Lamy presented a staff proposal to change the CDBG Advisory Board from the HFA and 3 citizens to 3 citizens, the HFA Chair, and the Advisory Committee Chair, noting that new DEO regulations required that low-to-moderate income citizens comprise a majority of the Board.

Action Taken: No Action Required.

Agenda Item # 9: Adjournment

This meeting was adjourned at 1:07 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE APPROVALS: JANUARY 11, 2018

| CHECK NUMBER | PAYMENT TO | PAYMENT FOR | Dates | AMOUNT |
|--------------|--------------------------------------|---------------------------|---------------------|--------------------|
| | | Administrator | 12-15-17 to 1-14-18 | \$ 3,583.33 |
| 1011 | The Hendrickson Company | Administrator | | \$ 3,583.33 |
| | | Copying | 12/12/2017 | \$ 118.68 |
| 1012 | The Hendrickson Company | Copying | | \$ 118.68 |
| | | Operating Supplies | Lunch 12-14-17 | \$ 102.02 |
| 1013 | The Hendrickson Company | Operating Supplies | | \$ 102.02 |
| | | Legal | 11-22-17 to 1-4-18 | \$ 6,752.93 |
| 1014 | Nabors Giblin & Nickerson | Legal | | \$ 6,752.93 |